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~~Security Information~~
OFFICE OF TRAINING

NOTICE
NO. 1-52

4 April 1952

SUBJECT : Use of Agency motor pool facilities

REFERENCE : CIA Notice No. [] 31 March 1952

25X1A

1. Present Agency policy and procedures with respect to the use of Agency vehicles and chauffeur personnel have been revised in the interests of economy and efficiency.

2. Hereafter, all OTR requests for Agency Motor-Pool facilities will be coordinated by the Supply and Services Section, Support Staff, and the following individuals are hereby appointed as indicated to receive and process such requests:

Principal Officer

[] 25X1A9a

Alternate

[] 25X1A9a

25X1A9a

Messrs. [] are located in Room 1308, I Building, extensions 3735-7.

25X1A

[]
MATTHEW BAIRD
Director of Training

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~~Security Information~~

OFFICE OF TRAINING

NOTICE
NO. 2-52

11 April 1952

SUBJECT : Parking permits

REVISION: TR(C) Bulletin No. 13, dated 30 November 1951.

1. Effective 21 April 1952, a reallocation of OTR parking spaces will be made and all existing assignments canceled as of that date. New permits will be issued for the following areas:

Motor Pool
Alcott Hall

Building 14
quarters "I"

"I" Building
[redacted]

25X1A

2. Priority assignments will be made for official vehicles and private cars used for official business. The remaining spaces will be allocated to car pools of OTR personnel on the basis of the number of persons in the pool.

3. All requests for parking spaces should be forwarded to the Administrative Officer, OTR, Room 1301, "I" Building, not later than 16 April 1952. If anyone anticipates not meeting this deadline, he should telephone Mr. [redacted] extension 8270, by 16 April 1952. Requests for spaces for official vehicles, or private cars used for official business, must bear the endorsement of the Division Chief concerned. Each request for a car-pool space must list the names of all members comprising the pool together with the make, year, and license number of each car in the pool.

25X1A9a

[redacted]

25X1A

MATTHEW BAIRD
Director of Training

DISTRIBUTION: All OTR personnel

RESTRICTED

~~RESTRICTED~~
Security Information

OFFICE OF TRAINING

OFFICE
ED. 3-52

15 April 1952

SUBJECT: Security Officer, OTR

DECISION: TRD Administrative Instruction No. 10-3,
dated 9 February 1951.

1. Effective this date, Mr. [REDACTED]
Administrative Officer, OTR, is appointed Security Officer
for the Office of Training.

25X1A9a

[REDACTED]

25X1A

MATTHEW BAIRD
Director of Training

Distribution: ALL OTR PERSONNEL

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~~R-E-S-T-R-I-C-T-E-D~~
Security Information

OFFICE OF TRAINING

NOTICE
NO. 4-52

15 April 1952

SUBJECT : Requisitions for purchase items from Fiscal Year 1952 Funds.

25X1A

REFERENCE: CIA Notice 9 April 1952.

1. In order to allow sufficient time for completion of purchase actions by the Procurement and Supply Office, all requests for articles to be purchased with funds allocated for Fiscal Year 1952 must be submitted to the Supply & Services Section, Support Staff, in accordance with the following deadlines:

TYPE OF PURCHASE

DEADLINE

Requests requiring contract action

Classified - 18 April 1952
Unclassified - 25 April 1952

Articles and services other than
Department of Defense items and
contractual services

- 23 May 1952

2. Emergency requests will be processed after the dates indicated above only upon justification that the need could not have been anticipated by the established deadline. Requests which are disapproved at this time will be returned to the requesting office for reconsideration after 1 July 1952.

MATTHEW BAIRD
Director of Training

25X1A

Distribution: DD/TR(S)
DD/TR(G)
All Division, Branch, and Section Chiefs

~~R-E-S-T-R-I-C-T-E-D~~

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Security Information

OFFICE OF TRAINING

NOTICE
No. 5-52

30 April 1952

SUBJECT : Red Cross and Crippled Children Drives

REFERENCE: CIA Notices

1. Report recently received indicates the results of contributions to the Red Cross and Crippled Children drives from employees of the Office of Training to be well in excess of the 1951 drive.

2. Such practical evidence of charity and sincerity to those in need is greatly appreciated and most heartening.

3. This opportunity is taken to express sincere thanks and appreciation to all those who contributed, and in particular to those volunteers responsible for the success.

MATTHEW BAIRD
Director of Training

Distribution: ALL OTR PERSONNEL

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Security Information

OFFICE OF TRAINING

NOTICE

NO. 6-52 TR(S)

28 April 1952

SUBJECT: TR(S) PERSONNEL BOARD

1. Effective 1 May 1952 a Personnel Board will be established in TR(S) composed of the following individuals:

Deputy Director of Training (Special), Chairman

Assistant Deputy Director of Training (Special)

One TR(S) Staff Chief (membership to be rotated among the Staff Chiefs on a six-months basis)

One TR(S) Division Chief (membership to be rotated among the Division Chiefs on a six-months basis)

Personnel Officer, O/TR (to serve as Recorder)

2. The main functions of this Board will be to:

(a) Consider promotion recommendations received from Division and Staff Chiefs.

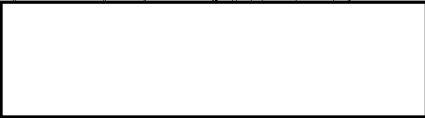
(b) Develop policies and initiate action in connection with the rotation program.

(c) Act in an advisory capacity to DD/TR(S) on internal TR(S) personnel policies and problems.

(d) Consult with Division and/or Branch Chiefs in connection with personnel problems relating to trainees.

3. Each promotion recommendation will be endorsed favorably or unfavorably by the Division or Staff Chief concerned and forwarded to the Recorder.

4. This Board will be convened once each month by the Recorder and will hold special meetings when deemed necessary by DD/TR(S). Any current matters to be considered by the Board should be brought to the attention of the appropriate Staff or Division Chief for submission to the Recorder, who will inform Board members of the time and place of meetings.


Deputy Director, Training (Special)

25X1A

Distribution: ALL TR(S) PERSONNEL

25X1A9a

Next 1 Page(s) In Document Exempt

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Security Information

OFFICE OF TRAINING

NOTICE
NO. 8-52

2 May 1952

SUBJECT: Courier Service

1. The following courier schedule will be effective immediately among the various buildings occupied by OTR:

By Special Automobile

0845 - - - - - Room 22-E, Building 14
0915 - - - - - Room 164 [REDACTED]
0925 - - - - - Room 22-E, Building 14

25X1A

By Shuttle Bus

0940 - - - - - Room 117, Central Building
0945 - - - - - Room 115, North Building
0950 - - - - - Shuttle from North Building
to "I" Building
1025 - - - - - Room 1301, "I" Building
Room 1024, "I" Building
Room 2126, "I" Building
1035 - - - - - Room 17, Building [REDACTED]
1045 - - - - - Room 155, Building [REDACTED]
1055 - - - - - Wing A, second floor, Alcott Hall
1105 - - - - - Room 200, R & S Building
1110 - - - - - Room 209, R & S Building
1115 - - - - - Room 105, R & S Building
1120 - - - - - Room 106, R & S Building
1130 - - - - - Room 2326, Quarters "I"

25X1A

Return to Room 1306, "I" Building
(Special Assignments)

1415 - - - - - Room 1301, "I" Building
Room 1024, "I" Building
Room 2126, "I" Building
1425 - - - - - Room 17, Building [REDACTED]
1435 - - - - - Room 155, Building [REDACTED]
1445 - - - - - Wing A, second floor, Alcott Hall
1455 - - - - - Room 200, R & S Building
1500 - - - - - Room 209, R & S Building
1505 - - - - - Room 105, R & S Building

25X1A

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Security Information

OFFICE OF TRAINING NOTICE NO. 8-52

2 May 1952

1510	- - - - -	Room 106, R & S Building
1520	- - - - -	Room 2326, Quarters "I"
1527	- - - - -	Shuttle to North Building
1540	- - - - -	Room 7, Administration Building
1545	- - - - -	Room 117, Central Building
1550	- - - - -	Room 107, North Building
1555	- - - - -	Room 115, North Building
1600	- - - - -	Shuttle to "I" Building

Return to Room 106, "I" Building

2. All materials to be picked up by the Courier should be ready for him upon arrival at his designated stops.

3. The Courier will not make distribution within a building, nor will he perform any special duties during the course of his scheduled run. All requests for special delivery service, or the transporting of heavy or bulky articles will be made to the Chief, Supply and Services Section, extension 8270.


MATTHEW BAIRD
Director of Training

25X1A

Distribution: ALL OTR PERSONNEL

~~SECRET~~

NOTICE
NO. 9-52

15 May 1952

SUBJECT : Imprest Stamp Account

REFERENCE: CIA Regulation [REDACTED]

25X1A

1. In accordance with the subject regulation, an imprest stamp account has been established in OTR for handling official correspondence expeditiously and securely.

2. a. The administrative control of this account will be the responsibility of the Administrative Officer, OTR.

b. Various sub-accounts will be established throughout OTR where necessary based upon operational requirements.

c. Requests for the establishment of such sub-accounts, containing adequate justification, will be submitted to the Administrative Officer, OTR, for approval.

3. Mr. [REDACTED] Room 1308, "I" Building, Ext. 3736, has been appointed custodian of this account and is responsible to the Chief, Central Mail Room for all stamps issued to OTR personnel in accordance with CIA Regulation [REDACTED]

4. Sub-account custodians will be appointed by the Administrative Officer, OTR. They will be responsible to the OTR custodian for all stamps issued from their sub-accounts. They are also responsible for the maintenance of records and the establishment of safeguards to insure that all stamps issued are used for official purposes.

5. All persons requesting stamps from any designated custodian will be required to complete Postage Slips, Form No. 35-11.

MATTHEW BAIRD
Director of Training

Distribution: ALL OTR PERSONNEL.

Security Information

OFFICE OF TRAINING

NOTICE
NO. 9-52

15 May 1952

SUBJECT : Imprest Stamp Account

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MATHEW BAIRD
Director of Training

Distribution: ALL OTR PERSONNEL.

R-E-S-T-R-I-C-T-E-D

SECRET
Security Information

OFFICE OF TRAINING

NOTICE
NO. 10-52 TR(S)

9 June 1952

SUBJECT : Personnel Assignments

1. The following personnel assignments have been made
effective as of the dates indicated:

25X1A9a

Mrs. [] - Acting Chief, Administrative
[] effective
5 May 1952 vice Mr. []
[] transferred.

25X1A

25X1A9a

25X1A9a

25X1A9a

Mr. [] - Chief, []
[] effective 14 April
1952 vice Mr. []
transferred.

25X1A

25X1A

25X1A9a

25X1A9a

Col. [] - Assigned to Support Staff to
perform special liaison duties
in connection with the support
of []
[] effective 21 May 1952.

25X1A

25X1A

[]

25X1A

Deputy Director, Training (Special)

Distribution: ALL TR(S) PERSONNEL

SECRET

OFFICE OF TRAINING

NOTICE
NO. 11-52

9 July 1952

SUBJECT: Personnel Assignment

1. Mr. [REDACTED] has been transferred to
OTR, and as of this date has assumed the duties of Chief,
Support Staff with Mr. [REDACTED]

25X1A9a

25X1A9a

25X1A

[REDACTED]
MATTHEW BAIRD
Director of Training

Distribution: All OTR Personnel

SECRET

~~SECRET~~
Security Information

OFFICE OF TRAINING

NOTICE
NO. 12-52 TR(S)

9 July 1952

SUBJECT : Personnel Assignments

1. The following personnel assignments have been made effective 7 July 1952:

25X1A9a

[Redacted]

: Acting Chief, Assessment and
Evaluation Division, vice Dr.

[Redacted]

25X1A9a

[Redacted]

: Chief, Assessment Branch,
vice [Redacted]

25X1A9a

25X1A9a

[Redacted]

: Chief, Training Evaluation Branch,
vice [Redacted]

25X1A9a

25X1A9a

[Redacted]

: Chief, Research and Valuation
Branch.

25X1A9a

[Redacted]

25X1A

Deputy Director, Training (Special)

Distribution: ALL TR(S) PERSONNEL

~~SECRET~~

~~SECRET~~
Security Information

NOTICE
NO. 13-52

10 July 52

SUBJECT: New Services of the [] TAB, to support the
Courses of Instruction

25X1A

1. PURPOSE

a. This memorandum outlines two additional services of the Library section:

(1) A Guide to Current Articles Pertinent to the Training Program

(2) A Bibliographic Service

b. The purpose of these services is to aid all instructors by expediting the selection of reading material through screening, and by assisting in the preparation of bibliographies.

c. The need for a GUIDE and a Bibliographical Service arises from the volume of material received at the Training Library. Approximately 600 issues are received each month. Of this total, more than 100 are reports issued by government agencies and 120 are trade periodicals. At the C. I. L. Main Library there are additional periodicals and a very large number of classified documents, which contain articles of varying importance to the course of instruction. Each instructor would spend an excessive amount of time if he were to search these publications to select articles of training interest.

2. NEW SERVICES

a. The following new services are proposed to provide a partial solution to the above problems:

(1) A summary of the more important articles in a publication titled: A GUIDE TO CURRENT ARTICLES PERTINENT TO THE TRAINING PROGRAM.

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a. The functions of the GUIDE will be to screen publications and to select articles within the limits of the program of instruction outline. Brief, descriptive summaries of these articles will be presented in a mimeographed GUIDE, which will be distributed every two weeks to those persons concerned. No attempt will be made to digest or evaluate the original article. The purpose of description will be to draw the instructor's attention to the original article which may be obtained from the Library in Room 155, Building []

25X1A

b. An outline of suggested subject headings to be used in selecting material for the GUIDE is shown by Attachment "A". Instructors are requested to revise this list to more clearly emphasize their own needs; to develop individual guide-outlines and forward them to the Librarian, Room 155, Building [] or consult with the Librarian or Reference Librarian. It will be helpful if modifications to Attachment "A" are forwarded to the Librarian by 18 July 1952.

25X1A

c. It is anticipated that the first issue of the GUIDE will be distributed 1 August 1952.

2. Bibliographic Service.

a. This service furthers the effort to aid the instructors in selecting material efficiently by compiling lists of reading materials on specific subjects. Two types of bibliographies will be compiled: (1) general bibliographies which are comprehensive, unvaluated reading lists on limited subjects; (2) special bibliographies which are critical, annotated, discriminating working lists. These services will be provided only upon the advice, and at the request, of the instructor.

b. Attachment "B" provides an example of the method which will be used to enable the instructors to make specific recommendations for bibliographic service. If bibliographies are requested, please consult the Librarian or the Reference Librarian, extension 3096 or 3038, or send the completed form to Room 155, Building []

25X1A

[]
MATTHEW BAIRD
Director of Training

25X1A

Distribution: OTR Staff Personnel and Instructors

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ATTACHMENT B

CHECKLIST FOR PREPARATION OF BIBLIOGRAPHY

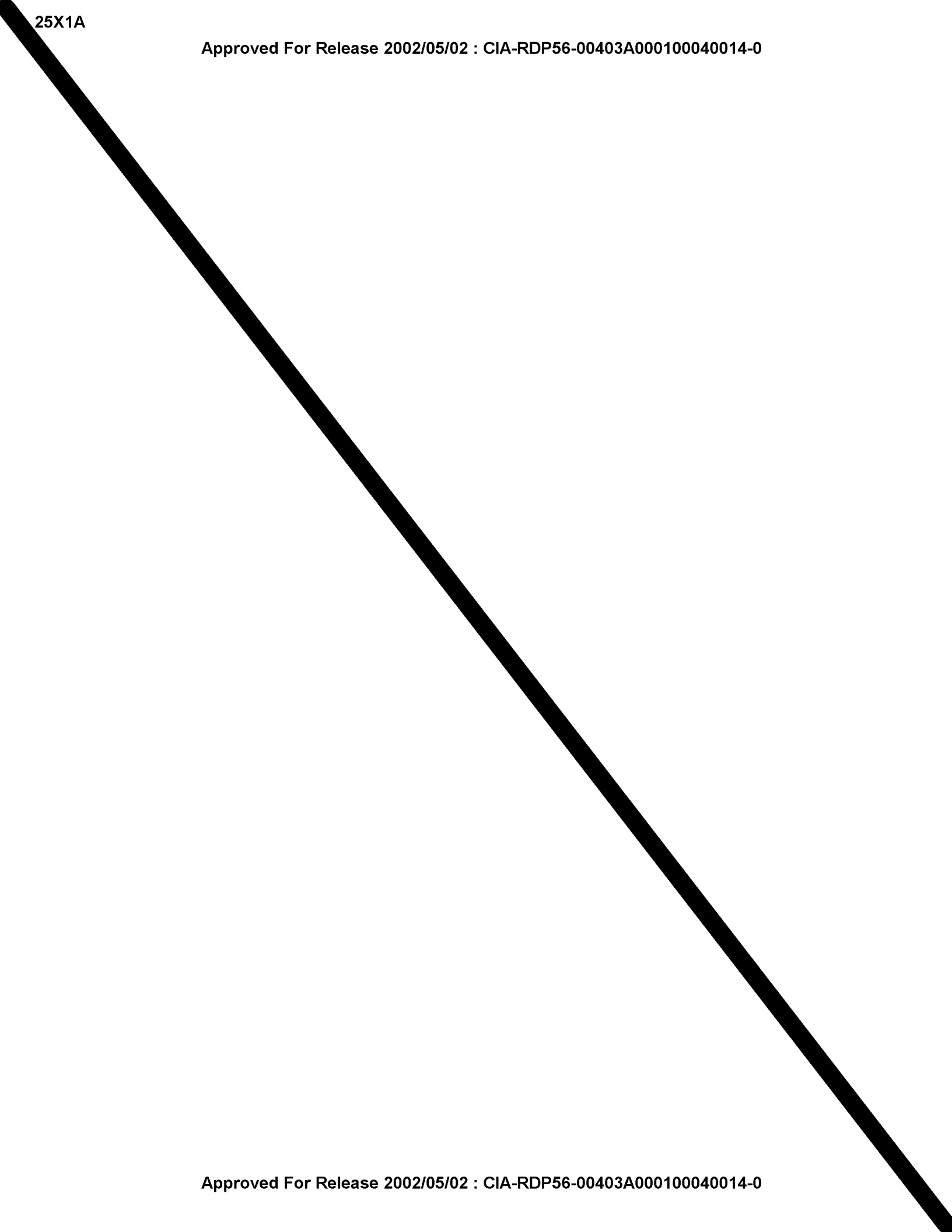
The purpose of this checklist is to enable the instructor to define clearly the material to be included in a bibliography. An exact description of the reading material desired assists in selecting the most useful references.

1. Name of the course of instruction or subject of the bibliography to be compiled. _____
2. Number of instructors and students. _____
3. Are the persons to use the reading material college graduates, undergraduates, or persons with previous study and experience in their subjects? _____
4. Is this request for only a single bibliography to be submitted by a certain date, or for bibliographies to be compiled on a continuing basis? _____
5. What is the highest classification of the references which can be used? Are there any other security factors to be considered, such as books with no identifying marks, or with "US Officials Only," etc. _____
6. a) Is it sufficient to list only the author, title, date, publisher and pages of the reference? _____
b) Is it necessary to abstract, describe or give a critical evaluation of the reference? _____
7. Is it preferable to list references in a desired working order, i.e., alphabetical, chronologically, or by subject? _____
8. Is current material desired, or material published within recent years, or are there no time limitations? _____
9. Are the publications to be in English? If not, what other languages? _____
10. Give a list of subjects to be used as a guide in selecting references. _____

NAME

DATE

SECRET



SECRET

-2-

at the same time also transmitting the information to the Assistant Director for Special Operations.

/signed/

WALTER B. SMITH
Director

2. All personnel of OTR will adhere to the provisions of this quoted memorandum.



MATTHEW BAIRD
Director of Training

25X1A

Distribution: ALL OTR PERSONNEL

SECRET

OFFICE OF TRAINING

NOTICE

27 August 1952

NO. 15-52 TR(S)

SUBJECT: Memoranda for the Record.

1. The Weekly Activity Reports which are submitted by Staff and Division Chiefs to provide this office with a brief, succinct record of the activities carried out within TR(S) do not, however, completely meet the requirement for establishing an historical file which should include a record of staff planning, research, and discussion relating to the development of TR(S) activities. It is, therefore, desired that Staff and Division Chiefs prepare brief memoranda for the record following all significant interviews, briefings, debriefings, staff meetings and discussions. One copy to be forwarded to the office of OD/TR(S) for inclusion in an historical file.

2. Such memoranda for the record will also serve the purpose of reducing the necessity for lengthy verbal reporting by staff and division representatives, and will provide this office with a more complete basis for supervising current activities.


Deputy Director of Training (Special)

25X1A

Distribution: ALL STAFF AND DIVISION CHIEFS, TR(S)

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Security Information

OFFICE OF TRAINING

NOTICE
NO. 16-52

25 September 1952

SUBJECT: Unoccupied Rooms and Exposed Classified Information

1. Of late there has been an increasing tendency to leave offices open and unguarded while safes are unlocked and/or classified information exposed.

2. CIA Regulation Number page 16, P (3), explicitly outlines the security precautions that must be followed concerning rooms which are unoccupied. Therefore, it is incumbent upon all personnel to review this regulation.

3. It is emphasized that all Supervisors are responsible for making frequent inspections of their assigned areas in order to ascertain that proper security is being maintained at all times.

MATTHEW FAIRD
Director of Training

Distribution: ALL OTR PERSONNEL

~~RESTRICTED~~
Security Information

RESTRICTED
Security Information

OFFICE OF TRAINING

NOTICE
NO. 7-52

25 September 1952

SUBJECT: Leave Schedule, Balance of 1952

25X1A

1. In accordance with the policy established in CIA Notice [] and in view of the recent restrictions placed upon the accumulation of annual leave, employees should be given every opportunity to use leave they would otherwise forfeit under the provisions of the new law. In this respect employees are urged to familiarize themselves with CIA Notice [] so that they will know how they are affected by the major provisions of this law.

25X1A

2. In order to assure individuals an opportunity to use such leave and to insure adequate staffing during the Holiday periods, a leave schedule embracing the months of October, November, December 1952 and January 1953, with special emphasis on the Thanksgiving and Christmas holiday seasons, will be prepared by all OTR Division and Staff Chiefs for their respective units prior to 15 October 1952. A copy of each schedule should be directed to the respective Deputy Directors of Training and the Chief, Support Staff for information.

3. Leave schedules will show the individual's name, organizational component, the dates on which leave is requested, and the amount of accumulated leave. Where possible, conflicts will be resolved at the Division level or below, and in this respect Chiefs of Divisions or Staffs are responsible for maintaining an adequate staff at all times.

25X1A

MATTHEW BAIRD
Director of Training

Distribution: ALL OTR PERSONNEL

RESTRICTED

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Security Information

OFFICE OF TRAINING

NOTICE

NO. 18-52

29 September 1952

SUBJECT : Parking Permits

RECISION: OTR Notice No. 2-52, dated 11 April 1952

1. Effective 7 October 1952, all OTR parking permits will be re-assigned. All existing permits will be picked up and reissued by the [redacted] Support Staff, on 6 October 1952.

25X1A

2. Priority assignments will be made for official vehicles and private cars used for official business. The remaining spaces will be allocated to car pools of OTR personnel on the basis of the number of persons in the pool.

3. All requests for parking permits should be forwarded to the Chief, [redacted] not later than 2 October 1952. If anyone anticipates not meeting this deadline, he should telephone Mr. [redacted], extension 8270, before the close of business on 2 October 1952. Requests for permits for official vehicles, or private cars used for official business, must bear the endorsement of the Division Chief concerned. Each request for a car-pool permit must list the names of all members comprising the pool together with the make, year, and license number of each car in the pool.

25X1A

25X1A9a

25X1A9a

[redacted]
MATTHEW BAIRD
Director of Training

DISTRIBUTION: All OTR personnel

RESTRICTED

OFFICE OF TRAINING

NOTICE
NO. 19-52

6 October 1952

SUBJECT: Personnel Assignment

1. Effective this date Mr. [REDACTED] is appointed
Chief, Support Staff vice Mr. [REDACTED] transferred.
2. Effective this date Mr. [REDACTED] is relieved
of his duties as Assistant Deputy Director of Training (Special).

25X1A9a

25X1A9a

25X1A9a

[REDACTED]

25X1A

MATTHEW BAIRD
Director of Training

Distribution: ALL OTR PERSONNEL

~~C-O-N-F-I-D-E-N-T-I-A-L~~

100-100000
100-100000

OFFICE OF THE DIRECTOR

NOTICE

NO. 20-52

16 October 1952

SUBJECT: Community Chest Drive

1. It is "Red Feather" time again and all Offices of the Agency have been called upon to lend financial aid to the splendid work of the Community Chest Federation.

2. We recognize that demands may be forthcoming from Maryland, Virginia, - and even Arizona, but as Washingtonians, temporary or permanent, in the Office of Training should be interested in the community welfare of this area and should make every effort to assist this worthy charity.

3. Mr. [redacted] room 1314, Eys Building, extension 3001, has been designated as "Keyman" for this program for OTR. All contributions and inquiries concerning this program should be directed to Mr. Haysan.

25X1A9a

[redacted]

25X1A

MATTHEW BAIRD
Director of Training

Distributions: ALL OTR PERSONNEL

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Next 1 Page(s) In Document Exempt

REF ID: A66447
Security Information

OFFICE OF TRAINING

ICG 108
NO. 22-52

17 November 1952

SUBJECT: Personnel Assignment

1. Effective this date, Mr. [REDACTED] is
appointed Assistant Deputy Director of Training (Special).

25X1A9a

[REDACTED]

25X1A

MATTHEW BAIRD
Director of Training

Distribution: All OTR Personnel

REF ID: A66447

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Security Information

OFFICE OF TRAINING

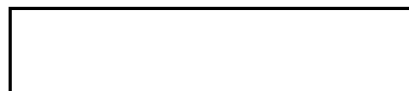
NOTICE
NO. 23-52

2 December 1952

SUBJECT: Personnel Evaluations Reports

1. The Personnel Evaluations Officer, OTR has reported that the Evaluation Reports are not being returned promptly in accordance with the suspense dates established for each report. Since OTR is a co-sponsor of the Agency Career Service Program of which these reports are a part, this office must set an example in complying with the provisions of the Program. Supervisors are hereby directed, therefore, to return Personnel Evaluation Reports promptly or to justify any unavoidable delay in returning the completed reports.

2. It should be pointed out that completed Personnel Evaluation Reports become a personal as well as a classified document and must be handled accordingly. Completed reports will be transmitted in a sealed envelope stamped "Eyes Only."



MATTHEW BAIRD
Director of Training

25X1A

DISTRIBUTION: All OTR Section, Branch, Division, and Staff Chiefs

RESTRICTED

RESTRICTED
Security Information

OFFICE OF TRAINING

NOTICE
NO. 24-52

2 December 1952

SUBJECT: Personnel Information

REFERENCE: CIA Regulation
CIA Notices



1. The Personnel Officer, OTR, is responsible for maintenance of a current office personnel information file as outlined in referenced CIA Regulation.

2. In view of the new change in telephone listings throughout the Washington Area, it is requested that all Division and Staff Chiefs in OTR prepare a current listing of all personnel under their supervision giving the following information:

Name	Home address	Home phone	Office room	Office telephone
------	--------------	------------	-------------	------------------

3. The aforementioned listings will be submitted in triplicate so as to arrive at the office of the Chief, Support Staff, not later than 10 December 1952. These listings will be used to bring personnel information cards up to date as well as for compiling new OTR telephone directories.



MATTHEW BAIRD
Director of Training

DISTRIBUTION: All OTR Staff and Division Chiefs

RESTRICTED

~~S-E-C-R-E-T~~
Security Information

OFFICE OF TRAINING

NOTICE

15 November 1952

NO. 25-52 TR(S)

SUBJECT: TR(S) Promotion Panel

RESCISSION: NOTICE 6-52 TR(S), subject "TR(S) Personnel Board", dated 28 April 1952.

1. Effective 15 November 1952 the Director of Training approved the establishment of a Promotion Panel in the Office of Training (Special). The Panel will be composed of five members. The Assistant Deputy Director of Training (Special) is designated as Chairman of the Panel. The four additional members will be selected by DD/TR(S) from staff, division and branch chiefs within TR(S), on a rotating basis.

2. The function of the Panel is to serve in an advisory capacity to the Deputy Director of Training (Special) and the Career Service Board, OTR, with respect to all TR(S) promotion recommendations through grade GS-12.


3. The TR(S) Promotion Panel will be convened at 1100 hours on the third Wednesday of each month in order that the action of the Panel may be given consideration by the OTR Career Service Board which meets on the first working day of each month. Special meetings of the Panel will be convened at the request of the Chairman.

4. Recommendations for the promotion of TR(S) personnel should be submitted through organizational channels to the Chairman of the TR(S) Promotion Panel, on or before the Friday preceding the third Wednesday of the month in order to provide the members of the Panel an opportunity to review the recommendations in advance of the regularly scheduled meeting.

5. Recommendations for promotion of TR(S) personnel to grade GS-13 and above will be submitted to the Deputy Director of Training (Special) and not to the Chairman of the TR(S) Promotion Panel.

6. The accompanying format will be followed by all supervisors in submitting recommendations for promotion of TR(S) personnel.

25X1A9a


Deputy Director of Training (Special)

Attachment

Distribution: All Staff, Division and Branch Chiefs, TR(S)

~~S-E-C-R-E-T~~

~~S-E-C-R-E-T~~
Security Information

FORMAT FOR PROMOTION RECOMMENDATIONS

1. Date:
2. Name:
3. Title of Position:
4. Present Grade: (including ingrade step promotions)
5. Date of Last Promotion:
6. Time in Grade:
7. Grade to Which Promotion is Recommended:
8. EOD Date CIA:

Indicate Office, Division, EOD Grade, Positions Held:

9. EOD Date TR(S):

Indicate assignments held in TR(S), and manner of performance in previous assignments, if known:

10. Brief Description of Duties in Present Assignment:
11. Brief Statement of Manner of Performance and Time in Present Assignment:
12. CIA Training Received and Training Evaluation by Course, if applicable:
13. Indicate Growth Potential in TR(S), and/or the clandestine services:
14. Any other Considerations:
15. Signature: _____; Title of Supervisor: _____

16. STAFF OR DIVISION CHIEF ENDORSING RECOMMENDATION:

1. Present T/O Position Number of Person Recommended for Promotion:
2. T/O Position Number and Grade for which Person is Recommended:
3. Concurrence or Dissenting Comment:
4. Signature _____ Title _____ Date _____

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~~SECRET~~
Security Information

OFFICE OF TRAINING

NOTICE
NO. 26-52 TR(S)

1 December 1952

SUBJECT: Organization of the Office of Training (Special)
RESCISSION: TED Administrative Instruction 70-2 dated 9 March 1951

1. The organization of the Office of Training (Special) approved by the Deputy Director for Administration on 17 September 1952, is shown on the attached chart.

2. The Office is now made up of the following major units:

a. Training Development Staff

This staff has been established to consolidate the functions and responsibilities formerly placed in the Overseas Training Staff and the Doctrine Development Staff.

b. Assessment and Evaluation Staff

This staff consists of a Psychological Assessment Branch, a Research and Validation Branch and a Training Evaluation Branch formerly under the Deputy for Assessment and Evaluation.

c. Plans and Programs Staff

This staff succeeds the Planning Staff which existed under the former organization.

d. Project Training Division

This division has assumed the functions and responsibilities of the former Deputy for Covert Training and consists of a Covert Training Branch, Special Projects Branch and Special Branch #1.

e. Air-Maritime Division

This division is made up of an Air Training Branch and a Maritime Training Branch, formerly under the supervision of the Deputy for Training.

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S-E-C-R-E-Tf. Basic Training Division

This division is responsible for the conduct of all basic courses of common instruction formerly under the supervision of the Deputy for Staff Training. Also the Holding and Interim Training Program, formerly the responsibility of the Deputy for Holding and Training, has been assigned to the Basic Training Division.

g. Advanced Training Division

This division has been established to combine into one operating unit the various advanced specialized training courses formerly under the supervision of either the Deputy for Staff Training or the Deputy for Training.

25X1A

h. Support Staff

The Support Staff, OTR, provides all administrative support as well as training aids and materials for both the Office of Training (Special) and the Office of Training (General).

3. Telephone extensions of the chiefs of major components of TR(S) are:

Deputy Director of Training (Special)	3732
Chief, Training Development Staff	8175
Chief, Assessment and Evaluation Staff	8322
Chief, Plans and Programs Staff	3425
Chief, Project Training Division	2778
Air-Maritime Division:	
Chief, Air Training Branch	3218
Chief, Maritime Training Branch	3006
Chief, Basic Training Division	3102
Chief, Advanced Training Division	3732
Chief, Support Staff	2615

25X1A

MATTHEW HAIRD
Director of Training

Attachment: Organizational chart of TR(S)

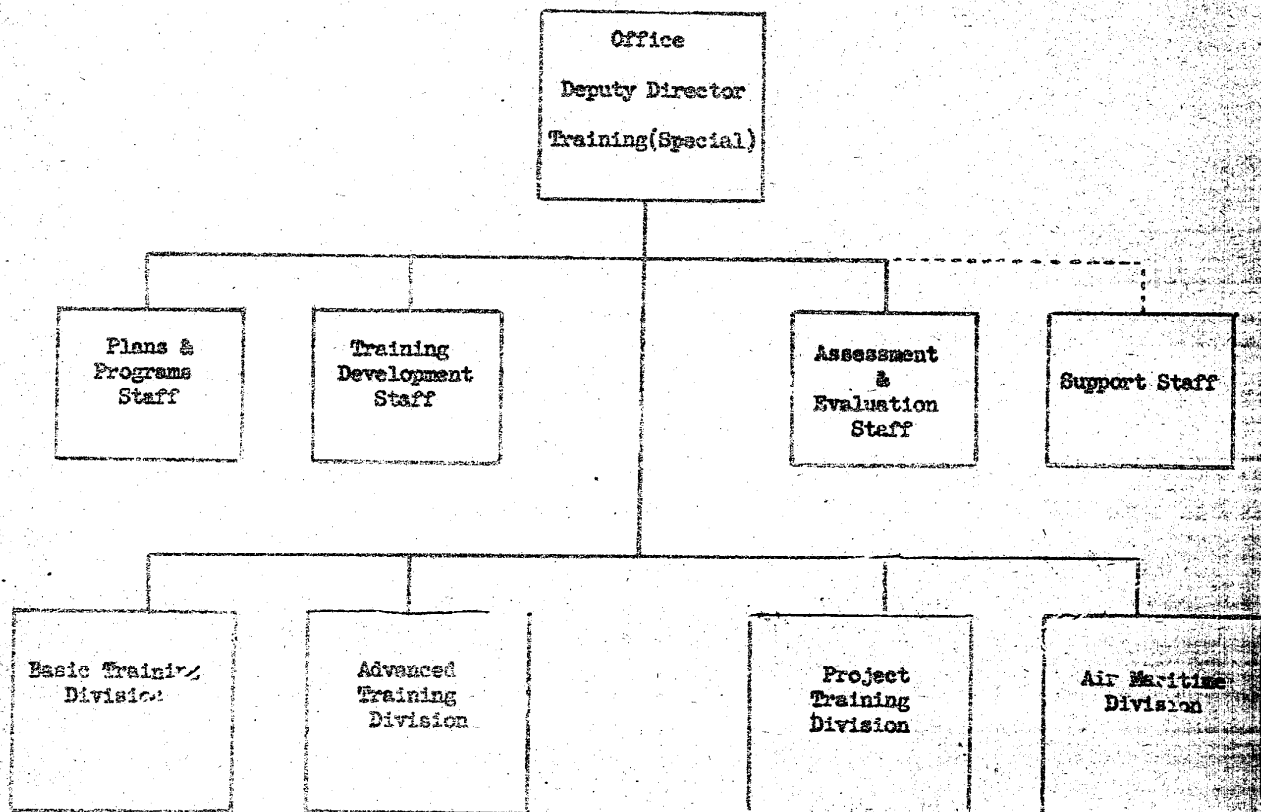
DISTRIBUTION:

Staff and Division Chiefs, DI/P
Training Officers, DD/P
Staff and Division Chiefs, OTR

-2-

S-E-C-R-E-T

SECRET
Security Information



SECRET

Next 1 Page(s) In Document Exempt

REF ID: A66120
Security Information

OFFICE OF TRAINING

NOTICE

NO. 28-52

17 December 1952

SUBJECT: Holiday Message

It is regrettable that certain Government anti-bowdage practices have pointed up the impracticability of an UTR 1952 Christmas party. I must take this impersonal means, therefore, of expressing to you my gratitude for a year of loyal support and real accomplishment, my sincere wishes that you may have a Merry Christmas, and my belief that we shall all enjoy a successful 1953.


MATTHEW BAIRD
Director of Training

25X1A

Distribution: All UTR Employees

RECEIVED

Personnel Information

OFFICE OF TRAINING

NOTICE

NO. 28-52 TR(G)

22 December 1951

**SUBJECT: Format to be Followed in Submitting Recommendations for
Promotion**

1. Recommendations for the promotion of TR(G) personnel will be submitted in seven copies by appropriate staff and division chiefs to the Deputy Director of Training (General) in accordance with the format attached hereto.

2. This format has been approved by the Director of Training.

3. The Office of Training Career Service Board will review and make final recommendations to the Personnel Office on all promotion recommendations submitted by staff and division chiefs to the Deputy Director of Training (General).



25X1A9a

Deputy Director of Training (General)

Distribution: All TR(G) Staff and Division Chiefs

RESTRICTED

Date _____

MEMORANDUM FOR: Deputy Director of Training (General)

SUBJECT : Promotion Recommendation of _____ (Name) _____
Grade GS _____ to Grade GS _____

On the basis of the information furnished below, it is recommended that the subject individual be promoted to the grade indicated.

1. EOD date with CIA or its antecedents (OSS, CIG).
2. EOD date with TR(G).
3. Title of present position.
4. Date of last promotion.
5. Time in grade.
6. Time in present position.
7. Description of duties in present position.
8. Manner of performance of duties in present position.
9. Title of position to which promotion is recommended.
10. Capacity of subject individual to perform the duties of the position at the level of the grade recommended.
11. Growth potential of subject individual within O/TR and CIA.
12. Training and experience qualifications of subject individual.
13. Other relevant facts for evaluating this recommendation.
14. Present T/O position number of subject individual.
15. T/O position number and grade for which subject individual is recommended.

Signature and Title of Staff or Division Chief

Approved:

Deputy Director of Training (General)

Disapproved:

Deputy Director of Training (General)

RESTRICTED

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Security Information

OFFICE OF TRAINING

NOTICE
NO. 1-53

13 January 1953

SUBJECT: Personnel Assignment

Effective 6 January 1953, in addition to his duties as Chief,
Training Development Staff, TR(S), Mr. [] is hereby
appointed Acting Chief, Advanced Training Division, TR(S), vice
Mr. [] who remains Assistant Deputy Director of
Training (Special).

25X1A9a

25X1A9a

[]

25X1A

MATTHEW BAIRD
Director of Training

Distribution: All OTR Division and Staff Chiefs
TR(S) Branch Chiefs

~~SECRET~~

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Security Information

OFFICE OF TRAINING

NOTICE
NO. 2-53

26 January 1953

SUBJECT: Personnel Assignment

Effective 14 January 1953, Mr. [] is appointed Acting
Chief, Air Training Branch, vice []

25X1A9a

25X1A9a

[]
MATTHEW BAIRD
Director of Training

25X1A

Distribution: All Staff, Division and Branch Chiefs

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~~CONFIDENTIAL~~
Security Information

OFFICE OF TRAINING

NOTICE
NO. 3-53

4 February 1953

SUBJECT: Announcement of Appointment

RESCIND: OTR Notice 2-53, dated 26 January 1953

Effective 14 January 1953, Mr. [] is appointed
Chief, Air Training Branch, vice []

25X1A9a

25X1A9a

[]

25X1A

MATTHEW BATH
Director of Training

Distribution: All Staff, Division and Branch Chiefs

~~CONFIDENTIAL~~

~~CONFIDENTIAL~~
Security Information

OFFICE OF TRAINING

NOTICE
NO. 4-53

4 February 1953

SUBJECT: Announcement of Appointment

Effective 2 February 1953, Mr. [] is appointed 25X1A9a
Deputy Director of Training (Special), vice Mr. [] 25X1A9a

[]

25X1A

~~HERBERT L. LAM~~
Director of Training

Distribution: All Staff, Division and Branch Chiefs

~~CONFIDENTIAL~~

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Security Information

OFFICE OF TRAINING

NOTICE
NO. 5-53

11 February 1953

SUBJECT: Announcement of Appointment

Effective 9 February 1953, [] is
appointed Chief Assessment and Evaluation Staff, OTR, vice

25X1A9a

25X1A9a

Mr. [] Acting.

[]

25X1A

MATTHEW HAIRD
Director of Training

Distribution: All OTR Personnel

CONFIDENTIAL

~~SECRET~~
Security Information

OFFICE OF TRAINING

NOTICE
NO. 6-53 TR(S)

20 February 1953

SUBJECT: Procedure for Announcement of TR(S) Courses

1. All course offerings within TR(S) will be prepared by the appropriate chief instructor and will contain information as listed in paragraph two below. The preparation of the course announcement will be timed so that it can be cleared through the Division Chief, the Chief, Plans and Programs Staff, and the Registrar, OTR, for signature by Deputy Director of Training (Special), to insure release at least three weeks prior to the beginning date of the course.

2. All course announcements will include: beginning and ending dates; location; reporting instructions to students; security clearance required; prerequisites, if applicable; administrative channels for submitting training requests; closing date for admission to the course; an estimated, or tentatively scheduled, date for the next offering of the course. For training to be conducted at a site outside the Washington area, the announcement will establish a realistic closing date for registration and will include any necessary information for student briefing or processing which may be required prior to the effective date of reporting.

3. The Chief, Plans and Programs Staff, will be responsible for insuring adherence to the above provisions.

4. See sample attached.

25X1A9a-


Deputy Director of Training (Special)

Attachment - 1

Distribution:

Staff, Division and Branch Chiefs;
Chief Instructors - TR(S)

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Security Information

12 February 1953

ATTACHMENT: SAMPLE OF COURSE ANNOUNCEMENT

MEMORANDUM FOR: Training Officers, DD/P

SUBJECT: Operations Course 42

1. Operations Course 42 will begin on 9 March and end on 10 April. It will be given at a classified site outside the Washington area. Students will report to the site on Sunday, 8 March.
2. Attention is called to the fact that the division of OC students into two categories is being abolished. For OC 42 and for future classes, there will be no group B; all students will have equal status.
3. Previously described prerequisites remain in effect. Students must have TOP SECRET clearance. They should immediately be cautioned against revealing to unauthorized persons: (a) the locality in which they will be; (b) the true reason for their absence from Washington.
4. Training requests for all students should be sent through administrative channels as outlined in [] Enrollment will be closed by the Registrar, OTR, at 5:00 p.m. on Thursday, 19 February. Facilities for women are limited; a few will be enrolled on a priority basis.
5. When the rolls are closed, students will be provided with printed instructions which they must read, sign, and return to the Registrar, OTR, before 4 March. Accepted students must report to the Auditorium, Building [] at 9:00 a.m. on Wednesday, 4 March, for briefing and processing.
6. Operations Course 43 is scheduled to begin on 27 April.

[]
Deputy Director of Training (Special)

25X1A9a

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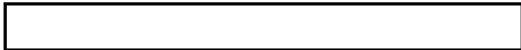
OFFICE OF TRAINING

NOTICE
NO. 7-53

2 March 1953

SUBJECT: Relocation of Segments of OTR


The following segments of OTR have recently relocated. The listing indicates new location of the Chief of the activity:

<u>UNIT</u>	<u>ROOM</u>	<u>BUILDING</u>
Advanced Training Division	108-9	
Air Training Branch	203	
	166, 207	
Maritime Training Branch	201	
Training Aide Branch	212	R & S

25X1A8a

25X1A

25X1A


MATTHEW BAIRD
Director of Training

Distributions: All TR(S) Personnel
All Staff, Division, and Branch Chiefs, TR(G)
All Support Staff Personnel

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Security Information

OFFICE OF TRAINING

NOTICE
NO. 8-53

17 March 1953

SUBJECT: Unused 1952 Annual Leave

1. Reference is made to CIA Notice [] which outlines the legislative restrictions placed on the accumulation of annual leave. Specifically, this notice and the legislation to which it pertains, states that all annual leave earned during calendar year 1952 must be used before the close of business on 30 June 1953.

25X1A

2. In view of this restriction, supervisors should make every effort to enable their personnel to use such annual leave that might otherwise be forfeited before 30 June 1953.

[]

25X1A

MATTHEW BAIRD
Director of Training

Distribution: All OTR Personnel

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OFFICE OF TRAINING

NOTICE
NO. 9-53

31 March 1953

SUBJECT: Reassignment of Parking Permits

REVISION: OTR Notice No. 18-52, dated 29 September 1952

1. Effective 13 April 1953, a reallocation of OTR parking spaces will be made and all existing assignments canceled as of that date. New permits will be issued on that date.

2. Assignments will be made on the same basis as heretofore. Priority assignments will be made for official vehicles and private cars used for official business, and the remaining spaces will be allocated to car pools on the basis of the number of OTR persons who participate in the pool on a regular basis.

3. The attached form should be completed by each person requesting a parking space and delivered to the Chief, [redacted] not later than 6 April 1953. Requests for permits for official vehicles or private cars used for official business must bear the endorsement of the Division Chief concerned.

25X1A

[redacted]

25X1A

MATTHEW BAIRD
Director of Training

Attachment

Distributions: All OTR Personnel

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TO: Chief, OTR

25X1A

FROM: _____

SUBJECT: Request for Parking Permit.

REFERENCE: OTR Notice No. 9-53 of 31 March 1953

1. It is requested that I be allotted one parking space on the basis of the following information:

ALL DRIVERS: (Non-OTR to be preceded by an asterisk)

<u>Name</u>	<u>Tel. Ext.</u>	<u>License No. & State</u>	<u>Make of Car</u>	<u>Model</u>	<u>Year</u>
-------------	----------------------	------------------------------------	------------------------	--------------	-------------

REGULAR OTR RIDERS: (Indicate number of days per week)

<u>Name</u>	<u>Telephone Extension</u>
-------------	----------------------------

I certify that the foregoing is correct information.

(Signature)

JUSTIFICATION: (Use only for official vehicle or private car used for official business)

Division Chief Concerned

CONFIDENTIAL

~~C-O-N-F-I-D-E-N-T-I-A-L~~
Security Information

OFFICE OF TRAINING

NOTICE
NO. 10-53

9 April 1953

SUBJECT: Announcement of Appointment

Effective 13 April 1953, Mr. [REDACTED] is appointed 25X1A9a
Deputy Director of Training (Special).



25X1A

MATTHEW BAIRD
Director of Training

Distribution: All OTR Personnel

~~C-O-N-F-I-D-E-N-T-I-A-L~~

Next 2 Page(s) In Document Exempt

~~S-E-C-R-E-T~~
Security Information

OFFICE OF TRAINING

NOTICE
NO. 13-53

20 April 1953

SUBJECT: Career Designations

1. At its March meeting, the CIA Career Service Board considered the problem of specifically identifying each career employee with that component of the Agency responsible for his career planning.

2. The CIA Board concluded that career planning should be developed in relation to major areas of operational and support responsibility within the Agency and has identified twenty-one components which offer career opportunity for professional specialization. These components, together with corresponding Career Designation code, are set forth on the attached list.

3. Effective not later than 1 May 1953, the Assistant Director for Personnel will assign a career designation to each new career employee as he enters on duty. In addition, the AD/P will officially record the Career Designations of all career employees on duty as of a date to be determined, and has been made responsible to insure that each career employee is informed of his current Career Designation.

4. The Agency Career Service Board has decided as a matter of policy that:

a. In making the initial Career Designation, an individual shall be assigned to his present Office Career Service Board if he expresses a desire to continue under its jurisdiction and is acceptable to his Office Board; and

b. A request for change in Career Designation may be initiated by any career employee and shall be forwarded by his Career Service Board, with comment, through the Assistant Director for Personnel, to the appropriate Career Service Board for its consideration.

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~~S-E-C-R-E-T~~

5. Since promulgation of the Career Service Program in June 1952, the Office of Training Career Service Board has considered its primary objective to be career planning for progressive development of all permanent members of the staff of OTR. Toward that objective, there now are being compiled, for approval of the OTR/CSB, career development programs for individual members of the OTR staff. These programs incorporate the self-analysis and aspirations of individuals and the considered judgment of supervisors and reviewing officers as reflected in the Personnel Evaluation Reports and must be so scheduled as not to conflict with operating responsibilities of OTR. I believe that our contribution toward accomplishment of the total Agency mission is a significant one, and I am certain that for most of us, OTR offers real opportunity for a progressive career in the Agency.

6. A Career Designation is principally an administrative device to assure that each career employee is under the active cognizance of one of the Office Career Service Boards. It may be changed from time to time in response to request of an individual or the needs of the service. Some of you may desire that planning your career become the responsibility of another of the organizational components on the attached list. If so, your memorandum request for change in Career Designation should be forwarded through normal channels, with comment, to the OTR/CSB, Room 1024 Eye Building. Your current Career Designation will be recorded initially as "CD-TR" unless a request for change in Career Designation has been received by not later than 15 May 1953.



MATTHEW BAIRD
Director of Training

25X1A

Distribution: ALL OTR Personnel

Attachment:

~~S-E-C-R-E-T~~

S-E-C-R-E-T
Security Information

CAREER DESIGNATIONS IN CIA

CAREER DESIGNATION

ORGANIZATIONAL COMPONENT

CD - P	Deputy Director (Plans)
CD - FI	Foreign Intelligence Staff
CD - PP	Political and Psychological Warfare Staff
CD - PM	Paramilitary Operations Staff
CD - TS	Technical Services Staff
CD - NE	Office of National Estimates
CD - CD	Office of Collection and Dissemination
CD - RR	Office of Research and Reports
CD - CI	Office of Current Intelligence
CD - SI	Office of Scientific Intelligence
CD - OO	Office of Operations
CD - A	Deputy Director (Administration)
CD - PE	Personnel Office
CD - EF	Office of Comptroller
CD - GC	General Counsel
CD - PS	Procurement and Supply Office
CD - GS	Office of General Services
CD - ME	Medical Office
CD - SE	Inspection and Security Office
CD - TR	Office of Training
CD - CO	Office of Communications

S-E-C-R-E-T

CONFIDENTIAL
Security Information

OFFICE OF TRAINING

NOTICE
NO. 14-53

21 May 1953

SUBJECT: Announcement of Appointment

Effective 18 May 1953, Mr. [] is
appointed Chief, Maritime Training Branch vice []

25X1A9a

25X1A9a

25X1A9a

[]

MATTHEW BAIRD
Director of Training

25X1A

Distribution: All OTR Personnel

CONFIDENTIAL

~~S-E-C-R-E-T~~
Security Information

OFFICE OF TRAINING

NOTICE
NO. 15-53

18 May 1953

SUBJECT: Returnee Debriefings

1. To enable TR(S) to utilize the knowledge and experience of personnel who return from the field, the Training Development Staff attempts to debrief as many returnees as possible. The information thus obtained is processed for the use of TR(S) personnel.

2. It often happens that TR(S) is unable to determine accurately which returnees are most valuable for debriefing from a training viewpoint, or that notification of their return does not reach TR(S) in sufficient time to allow for appropriate action, especially if the individual is due to return to the field shortly.

3. TR(S) staff members, therefore, who have personal knowledge of the return or expected return of persons considered to be desirable candidates for debriefing, are asked to forward that information to Mr. Room 1A, Building so that action may be taken. In this way, TR(S) may be able to debrief many individuals who might otherwise not be contacted.

25X1A9a

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25X1A9a

Deputy Director of Training (Special)

Distribution:

All Staff, Division and Branch
Chiefs, TR(S)

~~S-E-C-R-E-T~~

~~CONFIDENTIAL~~
Security Information

OFFICE OF TRAINING

NOTICE
NO. 16-53

26 June 1953

SUBJECT: Announcement of Appointment

Effective 15 June 1953, Mr. [] is
appointed Chief, Language Training Division, Office
of Training, in addition to his present duties, vice
Mr. []

25X1A9a

25X1A9a



MATTHEW BAIRD
Director of Training

25X1A

Distribution: All OTR Personnel
Training Liaison Officers

~~CONFIDENTIAL~~

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Security Information

OFFICE OF TRAINING

NOTICE
NO. 17-53

26 June 1953

**SUBJECT: Director of Training - Termination of
Active Military Duty**

Inasmuch as the Director of Training reverted
to inactive military status effective 22 June 1953,
he requests that his military title no longer be used.


Administrative Officer, OTR

25X1A9a

Distribution: All OTR Personnel

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Security Information

OFFICE OF TRAINING

8 July 1953

NOTICE
NO. 13-53

SUBJECT: Utilization of Administrative Supplies and Equipment

REFERENCE: CIA Notice dated 10 April 1953

25X1A

1. The referenced notice directed the Logistics Office to undertake a program of economic utilization of administrative supplies and equipment.

2. At the request of the Chief, Logistics Office, the following information is disseminated to all OTR personnel:

"It is believed that everyone in the Agency can contribute toward the proper accomplishment of the Administration's objective for greater economy and efficiency in the Government, by joint and individual practice of supply discipline as related to above subject. A program is being initiated to reduce the cost of office supplies and equipment per person without handicapping in any way the productive effort. The program can succeed only if all personnel are encouraged to believe in and practice the principles brought to their attention.

"Cost Consciousness" should be the uppermost thought of all employees in utilization of supplies and/or equipment.

Administrative supplies are for your use in the performance of your duties.

When drawing supplies, ask for only what you need and use what you are issued. Do not hoard supplies.

A desk and office check to return excess supplies and equipment to supply channels, will be conducted in the near future by your Administrative Officers, in conjunction with Building Supply personnel. All employees are requested to cooperate fully with personnel assigned to this function.

~~RESTRICTED~~

~~RESTRICTED~~

Waste and extravagance in the utilization of Supplies and Equipment affects all of us as taxpayers, therefore, we should be just as practical in this matter, as we are in the management of our individual households."



MATTHEW DAIRO
Director of Training

25X1A

Distributions: All OTR Personnel

~~RESTRICTED~~

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Security Information

OFFICE OF TRAINING

NOTICE
NO. 19-53

8 July 1953

SUBJECT: Appointment of Security Officer, OTR

REVISION: OTR Notice No. 3-52, dated 15 April 1952

25X1A9a

1. Mr. [] is appointed Security Officer for the

Office of Training.

25X1A9a

2. Mr. [] has been made available to OTR by the Director of Security to handle all security matters for this Office. In his absence, security matters will be referred to the Administrative Officer, OTR.

[]

25X1A

MATTHEW BAIRD
Director of Training

Distribution: All OTR Personnel

CONFIDENTIAL

~~S-E-C-R-E-T~~
Security Information

OFFICE OF TRAINING

NOTICE
NO. 20-53

4 August 1953

SUBJECT: Vital Materials Program

REFERENCE: CIA Regulation 14 July 1951

25X1A

1. GENERAL

The referenced regulation established a Vital Materials Program within CIA. Documents, books, papers, maps, etc., that are considered vital are to be identified and transferred to a repository for safe-keeping. To date, a negligible amount of material has been placed in the repository by the Office of Training. Immediate action must be taken to carry out OTR's responsibilities under the program. Within OTR, the program will be administered by an Area Records Officer. Pending the selection of the Area Records Officer and the completion of a study as to the best method of screening materials now in OTR files, the Vital Materials Program will be placed into effect under the Administrative Officer, OTR, insofar as it relates to materials originated or received on or after 1 August 1953.

2. VITAL MATERIALS

Vital materials are defined as those specific items in the possession of CIA which are essential to the Agency on a continuing basis and which, in the event of destruction, would constitute a serious or irreplaceable loss.

3. RESPONSIBILITIES

a. The Deputy Directors, OTR, and Staff and Division Chiefs, OTR, are responsible for establishing criteria for identifying vital materials within their units and establishing procedures for transmitting such materials to the Administrative Officer, OTR, for deposit.

b. The Administrative Officer, OTR, will:

(1) Assist and advise Staff and Division Chiefs, OTR, in the identification of vital materials.

(2) Transmit all vital materials to the CIA Records Officer for movement to the repository.

~~S-E-C-R-E-T~~

~~CONFIDENTIAL~~
~~S-E-C-R-E-T~~

-2-

(3) Maintain necessary records of OTR materials placed in the repository.

(4) Arrange for reproduction of material as required.

4. PROCEDURE

Effective 11 August 1953, a copy of all vital materials will be forwarded to the Administrative Officer, OTR, by 5:00 p.m. on Tuesday of each week. Each item for deposit as well as the retained file copy will be stamped "Vital Material" and one of the following statements will be written beneath the stamp:

- (1) Hold for _____ months and destroy.
- (2) Indefinite retention (write "IR").
- (3) Hold for _____ months and return.
- (4) Hold for future substitution.



MATTHEW BAIRD
Director of Training

25X1A

Distribution: All OTR Personnel

~~S-E-C-R-E-T~~

~~CONFIDENTIAL~~